

**INSTRUCTIONS FOR AO FORM 38  
ATTENDANCE LEDGER**

In order to complete the AO Forms 40A and 4013 required by the Judicial Conference, court reporters must maintain accurate and auditable records. For the purpose of completing the required forms, the AO Form 38 must be completed and maintained.

This form is a daily log of time spent recording official proceedings in court and in chambers by the court reporter and/or a substitute.

(1) Recording time does not include lunch periods, recesses, preparation or set-up time. Also, waiting for the jury or other standby time during which the reporter can prepare transcripts or attend to any of the tasks associated with transcript orders cannot be included. However, standby time while in the courtroom or chambers may be included. A scheduled trial which was settled after the reporter reported for duty may be counted if the reporter recorded the settlement.

(2) The entries that should be posted are:

(a) Date.

(b) Place.

(c) Travel time.

(d) Recording time before:

1) Judge

2) Magistrate judge.

3) Other (specify).

(3) This form should be kept readily available. At the end of each quarter, all days and hours should be totaled and reported on form AO 40A. Hours should not be rounded on a daily basis; however total quarterly hours should be rounded up to the next whole number and entered on the form AO 40A.

